

MS WORD I TIMING REQUIREMENTS

Business & Marketing



Weekly timings will be completed using Microtype Pro without the use of the backspace key. Three timings must be submitted and updated as timings improve throughout the quarter.

Students must

- hand in a minimum of 3 timings with 5 errors or less per quarter (fewer than 3 will result in a 0)
- clearly circle all errors (-1 each) and indicate the number of errors detected, errors found by teachers (-2 each)*

1st Quarter	2nd Quarter	Timings are the last grade in the gradebook. Your timing grade will be 10% of the total points for the quarter adjusted for your speed.
2 Minutes	3 Minutes	
44 - 45 A+	48 - 50 A+	
42 - 43 A	46 - 47 A	
40 - 41 A-	44 - 45 A-	
38 - 39 B+	42 - 43 B+	
36 - 37 B	40 - 41 B	
34 - 35 B-	38 - 39 B-	
32 - 33 C+	36 - 37 C+	
30 - 31 C	34 - 35 C	
28 - 29 C-	32 - 33 C-	
26 - 27 D+	30 - 31 D+	
24 - 25 D	28 - 29 D	
22 - 23 D-	26 - 27 D-	
21 & ↓	25 & ↓	

*All timed writings accepted or rejected by the teacher will be returned to the student